

CHIEF STEWARD

MERIT PROMOTION OPPORTUNITY ANNOUNCEMENT

Announcement #:	07-804-01		
Title, Series, Grade (Code)	Chief Steward, WM 9968-28 (804)		
Base Salary:	\$39,034 - \$47,801 Per annum		
Opening Date:	03/13/2007	Closing Date	03/26/2007
Location:	Military Sealift Command (MSC) Vessels Worldwide		
Who May Apply:	Open to all permanent qualified Military Sealift Fleet Support Command (MSFSC) civil service marine employees (CIVMARS). Applicants, who previously applied under 06-804-01, will need to re-apply if they wish to be considered for this position.		
Duties:	The Chief Steward (CS) is head of the Steward Division and responsible for all food service operations, management, sanitation, discipline, and training for up to 100 personnel within the Steward Division. The CS primary function is to assure that onboard food service operations meet the highest standards of preparation, production, presentation, fiscal responsibility and accountability for feeding up to 700 personnel daily. Similarly, the CS is responsible for the maintenance of all physical spaces assigned to the Steward Division. As Division Officer, it is expected that the CS will comply with all instructions pertaining to Personnel Administration, Financial Accountability, Equal Employment Opportunity (EEO), Supply Operations, and submit accurate and timely reports.		
Minimum Qualification Requirements	<ul style="list-style-type: none"> • Must possess a current United States Coast Guard (USCG) Merchant Mariner's Document (MMD) with the endorsement of Food Handler (FH). • Must have three (3) years of specialized experience. Specialized experience includes food service operations, preparing menu items, and supervision of culinary personnel. Related experience must have been in one of the following: <ol style="list-style-type: none"> (1) Aboard a MSC vessel and possess certificates in the following three (3) courses: Advance Culinary, Food Service Management, and Serv-Safe Manager. (2) Previous military experience in Culinary (E-7 or above) and possess Serv-Safe Manager and NEC 3529, MOS 3381, or 92G (AIT). (3) A certification as an Executive Chef or higher from the American Culinary Federation and certification as a Serv-Safe Manager. 		
Evaluation Criteria:	<p>Applicants who meet the Minimum Eligibility Requirements described above will be further evaluated. Documented experience, education, training, and awards contained in the application package will be reviewed to determine the degree to which you possess the required knowledge, skills, and abilities (KSAs) that are essential to perform the duties and responsibilities of the position. A rating determination will be conducted against the knowledge, skills and abilities to determine your qualifications as reflected by your responses to the following job related factors:</p> <ol style="list-style-type: none"> 1. Knowledge and ability to operate and manage food production and food service operations. 2. Skill in oral and written communications. 3. Ability to plan, organize, train, supervise, and assess the work of others. 4. Knowledge and ability to procure, manage, and receive provisions. 5. Knowledge and ability to efficiently manage a galley/kitchen within established monetary limits. 6. Knowledge and ability to manage hotel service operations. <p>To earn the highest rating possible, you are encouraged to submit detailed information in response to the KSAs listed above. Evaluations, awards, training, education, and related MSC, military, and/or commercial experience, etc., will also be part of the rating process.</p>		

Promotion Selection Requirements:	<p>All MSC Civilian Marine positions are subject to random drug urinalysis testing and require participation in vaccine immunization program. In order to be permanently promoted, the selectee must:</p> <ul style="list-style-type: none"> • Meet the medical requirements for this position, • Be clear of any adverse or disciplinary action, • Be able to obtain and maintain the appropriate security clearances, and • Must have Satisfactory or above performance.
How to Apply:	<p>ALL documents MUST be received by the cut-off or closing date of this announcement. Only applications received during the announced timeframe will be considered. MSFSC is not responsible for obtaining documents to include in your package.</p> <p>Candidates must submit the following:</p> <ol style="list-style-type: none"> 1. A completed, signed and dated MSFSC Promotion Application Form. 2. A copy of the front and back of your current Merchant Mariner's Document (MMD). 3. A copy of licenses and/or certificates, applicable for this position. <p>If the ship is in operational status, and you are unable to send copies, the Master and/or Purser may send an email to the address listed below to document verified U.S. Coast Guard license's, Merchant Mariner document, and job related certification(s). Emails from the Master/Purser will only be accepted if hard copies are sent within ten (10) business days of the email message.</p> <p>Candidates are highly encouraged to submit the following:</p> <ol style="list-style-type: none"> 1. Responses to the job-related factors (KSA's) identified in the Evaluation Criteria above. 2. Supervisory Assessment for Promotion Opportunity and/or Evaluations. <p>All applications and supporting documents will become the property of MSFSC and will not be returned to the applicant once submitted. Applicants are encouraged to make copies prior to submission.</p>
How To Contact Us:	<p>Completed application packages will be accepted via FedEx, Email, Fax, and hand-delivered.</p> <ul style="list-style-type: none"> • Federal Express completed packages should be sent to: Military Sealift Fleet Support Command ATTN: Employment Division, Camp Pendleton, 'B' Street, Bldg 241, Virginia Beach, VA 23451. • Regular mailed completed packages should be sent to: Department of the Navy, Military Sealift Fleet Support Command, Marine Employment Division N14, P O Box 120 Virginia Beach, VA 23458-0120. • Fax completed packages to the Employment Division at (757) 417-4263. • Email packages to: MSFSC_POAInbox. (Subject line of email should contain the announcement number and position title.) <p>If you have any questions, please email us at civmar@marinersupport.com or call our toll free CIVMAR Hotline at 1-800-793-5784. Visit our website for additional information at www.msc.navy.mil.</p>
NOTE:	<p>FAILURE TO PROVIDE REQUIRED INFORMATION REQUESTED FOR THIS POSITION WILL ADVERSELY AFFECT YOUR ELIGIBILITY. Federal job applicants who make a false statement in any part of the application could be turned down for the job, fired after beginning work, or subject to fine, imprisonment (U.S. Code, title 18, section 1001), or other disciplinary action.</p>
MILITARY SEALIFT COMMAND IS AN EQUAL OPPORTUNITY EMPLOYER.	<p>Selection for this position will be based solely on merit, fitness, and qualifications without regard to race, sex, color, creed, age, marital status, national origin, non-disqualifying handicap conditions, or any other non-merit factors. The agency provides reasonable accommodation to applicants with disabilities, where appropriate. Determinations of whether an accommodation is appropriate shall be made by the agency as soon as practicable, after the initial application process and shall be made with regard to all applicable statutes and regulations. If assistance is required to complete the application process, interested applicants should call our CIVMAR Support Center at the above number and refer to the "How to Apply" section of this announcement.</p>

MSFSC PROMOTION APPLICATION FORM

(Current MSC Civil Service Marine Employees must use this form for Job Promotions)

GENERAL APPLICANT INFORMATION

1. _____ Job applying for (on this announcement)	2. _____ Announcement Number
3. _____ Last name First name Middle name	4. _____ Social Security Number
5. _____ Mailing Address or Ship Address	6. _____ Daytime Phone Number (include area code)
_____	_____
City State Zip Code	Evening Phone Number(include area code)

U. S. COAST GUARD LICENSES AND DOCUMENT INFORMATION: List any valid U. S. Coast Guard Merchant Marine Documents (indicate Coast Guard "Z" Number), Officer Licenses or Certification that you possess, expiration date, type or limitations of endorsements.

Type of License/Certificate/Document/Endorsement	Expiration Date	Limitations & Endorsement on Licenses (if applicable)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PASSPORT INFORMATION

A. Do you have a Current U. S. Passport? Yes No

B. Passport Number: _____

C. Passport Expiration Date: _____

APPLICANT CERTIFICATION AND RELEASE OF INFORMATION: I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for firing me and may be punishable by fine or imprisonment. I understand that any information I give may be investigated. I consent to the release of information about my physical ability and fitness by employers, schools, law enforcement agencies and other individuals and organizations, to investigators, personnelists, and other authorized employees of the Federal Government.

_____	_____	_____
Print Name	Signature (or Supervisor's Verification, if form is emailed)	Date signed

To Supervisor: Upon completion of this form, please forward to Military Fleet Support Command, Attn: Employment Division, P.O. Box 120, Virginia Beach, VA 23458-0120. Please ensure employee retains a copy.

SUPERVISORY ASSESSMENT FOR PROMOTION OPPORTUNITIES

(To be completed by immediate supervisor)

POA# 07-804- 01 (Chief Steward)

EMPLOYEE'S NAME: _____ **EMPLOYEE'S SSN#:** _____

EMPLOYEE'S CURRENT POSITION RATING: _____

NAME OF ASSIGNED SHIP: _____

TIME PERIOD YOU SUPERVISED EMPLOYEE: FROM: _____ **TO:** _____

Did the employee perform the duties and responsibilities of his/her job satisfactorily? Yes _____ No _____

If no, please explain: _____

Based on your observation of how well the candidate performed in his/her current position, please evaluate the candidate's potential to perform the following KSAs for the position being applied for. Use the following codes: 0 = Have not observed or can not evaluate; 1 = Candidate is not quite ready to perform higher level duties and responsibilities: needs more experience or training; 3 = Candidate has the potential to adequately perform higher level duties and responsibilities; and 5 = Candidate could successfully perform higher level duties and responsibilities now and is highly recommended for promotional opportunities.

Knowledge, Skills, and Abilities for this position:

_____ Knowledge and ability to operate and manage food production and food service operations.

_____ Skill in oral and written communications.

_____ Ability to plan, organize, train, supervise, and assess the work of others.

_____ Knowledge and ability to procure, manage, and receive provisions.

_____ Knowledge and ability to efficiently manage a galley/kitchen within established monetary limits.

_____ Knowledge and ability to manage hotel service operations.

ADDITIONAL COMMENTS BY SUPERVISOR OR EMPLOYEE. Attach blank sheet(s) if more space required.

Signature of immediate supervisor

Employee's signature
(Acknowledging receipt only)

Supervisor Title

To Supervisor: Upon completion of this form, please forward to Military Sealift Fleet Support Command. Attn: Employment Division, P.O. Box 120, Virginia Beach, VA 23458-0120. Please ensure employee retains a copy.

GUIDE TO PRESENTING KNOWLEDGES, SKILLS, AND ABILITIES (KSAs)

GROWING IMPORTANCE OF KSAs

The phrase “KSA’s” refers to the Knowledge, Skills, and Abilities needed to carry out the functions of a particular job.

Knowledge: refers to an organized body of information, usually of a factual or procedural nature, which if applied, makes adequate performance on the job possible.

Skill: refers to the proficient manual, verbal, or mental manipulation of data or things. Skills can be readily measured by a performance test where quantity and quality of performance are tested, usually within an established time limit. Examples of proficient manipulation of things are skill in typing or skill in operating a lathe or a forktruck, etc. Examples of proficient manipulation of data would be skill in math using decimals, skill in ordering supplies or paint for the paint locker, or skill at celestial navigation. An example of using verbal skills could be how you performed as a telephone operator.

Ability: refers to the power to perform an observable activity. This means that abilities have been proven through activities or behaviors that are similar to those required on the job. E.g., ability to plan and organize work, ability to repair a winch or paint a bulkhead. Abilities are different from aptitudes. Aptitudes are only the potential for performing the activity.

THE EVALUATION

KSAs are evaluated against a crediting plan specific to a particular rating to grade or “rate” your overall application.

The crediting plan will provide a general definition of the performance levels and lay out task examples that can be referred to in evaluating an applicant.

Applicant responses are evaluated to determine the appropriate level of ability and, thus, the number of points to award.

Each KSA should be addressed individually with the promotion announcement number, position title (from the promotion announcement), your name and the date on the top or bottom of each page. Type or clearly write the KSA you are addressing, followed by your response.

Reviewers (most often known as promotion board members) are not allowed to infer any experience not specifically stated by you on your KSA or use personal knowledge about you.

Depending on the job being advertised, KSAs might range from three or more phrases, such as “ability to supervise,” to a page or more of detailed requirements, broken into subcategories with rating points assigned. The key point to remember about all KSAs is that they must in some way relate to your job. If you did something ashore that is worthwhile and helps you in your job, you should include it. If it doesn’t have anything to do with your job, do not list it.

The key to writing KSAs is documenting how the KSA applies to the job you are seeking and how to write your experience to show you meet or exceed the requirement. Make sure your statements are as specific and complete as possible.

On a typical KSA response include:

- The objective of the KSA;
- What you actually did and when (approximate dates);
- The outcome;
- The name, address and phone number of verifying official if applicable (we know you are at sea and work for different people on different ships)

EX: “ability to communicate, both in writing and orally”

When writing the response:

- Describe the kinds of documents you have written. (“I wrote a report on the condition of the storeroom shelves and how I thought they could be improved.”)

- Describe the types of reviews to which they have been subject. (“This document was reviewed by my immediate supervisor and my Department Head.”)
- Describe the target audience. (“The Chief Engineer used it to put together a Voyage Repair and got it in the shipyard package for bidding. ”)

If appropriate, note the outcome of your efforts:

- Describe the results of your activity. (“The old shelves were removed and new ones were installed, the storage space was increased by 20 percent and lightweight battens were installed -significantly upgrading the safety of the storeroom.”)

THE WRITING PART

Avoid using acronyms to describe your courses, programs, systems, whatever and:

- Be specific.
- Be precise.
- Get to the point.
- Don’t ramble.
- Use examples.
- State specifically what you have done.
- Don’t try to bluff the reviewer with words.
- Don’t borrow language from the description of duties.

Remember that it’s very important to be specific. Include concrete examples, give dates, and provide details about your audience and the results of your efforts.

What if you simply don’t have a particular KSA that’s identified for the job? Provide examples to demonstrate your potential for acquiring the required skills.

EXAMPLE OF KSA RESPONSE

Factor: Skill in written communication.

Example of a poor response:

My communication skills are excellent. I am often asked to help out in this regard and have been commended for my work.

Example of a good response:

In the past 10 months, I have taken over a number of writing assignments previously held by my supervisor. These include:

Drafting monthly reports on leasing activities under the purview of our office. These are routinely approved by my supervisor without change and are circulated to 10 field offices and regional directors. I have assumed the responsibility of reporter for the quarterly meeting of the bureau’s research directors. Reports of these meetings are reviewed by the Director’s Office prior to distribution to all participants. In January 1996, I completed the course “Writing Analytical Reports,” offered through the National Independent Study Center. This was a six-month course involving 24 hours of training and covering such areas as: planning an analytical report, collecting and analyzing data, identifying possible solutions to problems addressed in the report, and organizing, writing and editing the report.

Your application package is the potential promotion board official’s first impression of you. Make it look like a winner!!
